



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>All PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>PLANNER ( 3 Vacancies)</b>
3	<b>Posting Number</b>	<b>PN# 102577</b>
4	<b>Department</b>	<b>PLANNING AND DEVELOPMENT</b>
5	<b>Division</b>	<b>PLANNING SERVICES</b>
6	<b>Section</b>	
7	<b>Reporting Location</b>	<b>611 WALKER 6<sup>TH</sup> FLOOR</b>
8	<b>Workdays &amp; Hours</b>	<b>M - F, 8 a.m. - 5 p.m.*</b>
		<b>*Subject to change</b>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Assists in conducting research and analysis of current issues for a variety of planning activities including long range, neighborhood planning and consensus building; special projects as well as internal processes. Responds to inquiries from the general public. Provides staff support to specific organizations and commissions. Assists with logistics for public meetings and helps facilitator record meeting notes. Assists with database development and maintenance.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering and two (2) years of related experience may be substituted for the education requirement.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> An aptitude for research, analysis and forecasting is desired. Working knowledge of software, demographic data and research methods used in compiling, analyzing and presenting data is preferred. Candidate should have good written and oral communication skills and the ability to work effectively in a team environment and with the public. GIS experience is a plus.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None
16	<b><u>SAFETY IMPACT POSITION</u></b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div><div>Salary Range - Pay Grade 16</div><div>\$1,113 - \$1,279 Biweekly\$28,938 – \$33,254 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	January 26, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD (Telephone Devise for the Deaf) is 713-837-9496.  An equal opportunity employer	